



## TELECOMMUNICATIONS DIVISION

### DIRECTORY LISTING COORDINATOR

#### ***BULLETIN 03-04***

October 17, 2003

**SUBJECT: 2003/2004 STATE TELEPHONE DIRECTORY PUBLICATION DELAY TO 2004/2005, AND REVISED DEADLINE FOR UPDATES TO THE DIRECTORY**

#### **ACTION:**

- The Directory Listing Coordinators (DLCs) may provide a copy of this bulletin to others in the agency/department as needed to help obtain accurate telephone listings as requested in this bulletin.
- DLC's should continue to gather and submit updates to the Directory via diskette **and** signed hardcopy, on a **monthly** basis to the Department of General Services, Telecommunications Division (DGS-TD).
- As outlined below, DLC's should provide updates for the proposed 2004/2005 printed State Telephone Directory to the DGS-TD by **5:00 p.m. Friday, February 27, 2004**.
- Increases and new pre-orders of the 2004/2005 Directory may continue to be placed at a cost of \$10 per directory. The new deadline for **additional pre-orders** is **5:00 p.m. Friday, January 16, 2004**. See [DLC Bulletin 03-02](#) for additional information.

#### **BENEFITS:**

- Publication delay of the 2003/2004 Directory to 2004/2005 allows time to incorporate key government administration changes for the most current directory listings before printing occurs.
- On-going updates submitted by DLC's enable the State Information Agents (formerly called State Telephone Operators) to provide callers with the most current Directory information.

#### **KEY POINTS:**

- Due to the large number of new appointments that will occur as a result of the administration change, the Directory **print date** has been changed to **June 23, 2004** with **distribution slated for July 2004**.
- The deadline for DLCs to submit printed Directory listing updates is **5:00 p.m. Friday, February 27, 2004**. It is critical to meet this deadline to help ensure that the most updated information possible is printed.
- Updates received after the deadline may not appear in the printed Directory. Please contact Linda McFalls at the number below if you have questions regarding the update process.

**ATR BULLETIN 03-04**  
**2003/2004 STATE TELEPHONE DIRECTORY**  
**PUBLICATION DELAY TO 2004/2005, AND**  
**REVISED DEADLINE FOR UPDATES**  
**TO THE DIRECTORY**

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October 17, 2003

- Agencies that do not have directory changes/updates are required to submit a current disk with a signed hard copy stating "no changes to listing" by the February 27, 2004 deadline.
- Submit final updated directory listings, both diskette **and** signed hardcopy, by mail to:

**Linda McFalls**  
**Department of General Services**  
**Telecommunications Division G-23**  
**Office of Network Services**  
**601 Sequoia Pacific Blvd.**  
**Sacramento, CA 95814-0282**

**BACKGROUND:**

The ONS, Directory Services (DS) is responsible for continuously updating the on-line Directory at [www.cold.ca.gov](http://www.cold.ca.gov), and for publishing the printed copy of the State Telephone Directory on a biennial basis. The ONS DS relies solely on the information provided by monthly updates from the DLCs to update these directory listings. Your continued efforts to help the ONS maintain and provide accurate directory listings is much appreciated.

Refer to [DLC Bulletin 03-03](#) for additional background information. To view previous DLC Bulletins refer to the DGS Telecommunications website at [www.dgs.ca.gov/td](http://www.dgs.ca.gov/td). Click on ONS Publications and scroll down to the DLC Bulletins listing. There is also a link to the DLC bulletins on the ONS Home Page at the same website under Customer Resources.

If you have any questions regarding this bulletin, or need additional information or assistance, please contact Linda McFalls at (916) 657-9752, CALNET 8-437-9752, or by e-mail at [Linda.McFalls@dgs.ca.gov](mailto:Linda.McFalls@dgs.ca.gov).

Call the Resource Communications Center at 1-800-807-6755 or at (916)-657-9903 if Linda is unavailable or if you have other telecommunications questions unrelated to the directory.



SANDRA BIERER, Chief  
Office of Network Services

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